



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 26004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1700.1R

CIG

12 JUL 2007

## BASE ORDER 1700.1R

From: Commanding Officer  
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) MCO 1700.23F  
(b) NAVMC Directive 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. Per the references, this Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. BO 1700.1P.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par. 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all members of this command for the purpose of exercising Request Mast to the Commanding Officer, Marine Corps Base Camp Lejeune. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NVAMC 11296 via the chain of command to the commander with whom the Request Mast is desired.

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b. Coordinating Instructions. All members of this command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Commanders shall:

(1) Using the references, publish an initiating directive that includes command specific elements pertaining to the Request Mast process within your unit.

(2) Ensure that this Base Order is posted on all Troop Information Boards and readily available to all personnel.

(3) Ensure that all personnel are familiar with this Base Order and the associated command specific elements.

(4) Facilitate the process of Request Mast applications addressed to the Commanding Officer, Marine Corps Base Camp Lejeune.

b. Command Inspector General shall:

(1) Facilitate the process of Request Mast applications addressed to the Commanding Officer, Marine Corps Base Camp Lejeune.

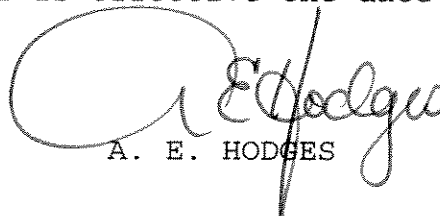
(2) Serve as the staff cognizant officer for all matters relating to the Base's Request Mast Program.

(3) Coordinate with the Commanding General Marine Corps Installations East (CG MCIEAST) when processing any case that is sealed and marked "Commanding General, MCIEAST EYES ONLY".

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

b. Signal. This Order is effective the date signed.



A. E. HODGES

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Marine Corps Base Camp Lejeune Command points of contact to initiate a Request Mast application with the Commanding Officer, Marine Corps Base (CO, MCB):

- a. Enlisted: Unit Sergeant Major
- b. Officer: Unit Executive Officer

2. Request Mast Chain of Command:

- a. Company Commander
- b. Battalion Commander
- c. Marine Corps Base Command Inspector General (CIG):  
Building 27, 451-2718.
- d. Commanding Officer, Marine Corps Base Camp Lejeune:  
Building 1, 451-2718
- e. Units who fall under this command for Request Mast purposes:

- (1) Weapons Training Battalion
- (2) Headquarters and Support Battalion
- (3) Deployment Processing Command

3. Marine Corps Base Command Inspector General (CIG): Building 27, 451-2718

4. Routing instructions for Request Mast to CO, MCB. Upon completion of Request Mast hearing with the respective battalion commander, unresolved request mast applications (or those sealed and marked "for CO, MCB Camp Lejeune's EYES ONLY") will be forwarded along with supporting documentation to the office of the Command Inspector General (CIG). The CIG is authorized to act on applications marked "For CO, MCB EYES ONLY" and will initially hear all such cases. If however, the requestor desires a hearing with the CO, MCB after the one with the CIG, the CIG will arrange for the case to have a face-to-face interview with the CO, MCB.

5. Personnel assigned to tenant commands at Camp Lejeune may Request Mast with the CO, MCB Camp Lejeune via respective chain of command for issues relating to installation facilities or services (ie- housing, dining facilities, MCCS). Applications within this category can be processed up to the Major Subordinate Command level and then forwarded to the Marine Corps Base CIG's office. Applications are to include all supporting documentation.